

Maple House Policies

Dear parents,

At the Maple House, our mission is to create a positive space for community members to interact, learn, and grow. One of our most important means to that end is our tutoring program, which we designed to help kids with their education. This, of course, would not be possible without the help of our volunteers, who donate their time on a weekly basis to help your children however they can. These policies are in place to ensure the safety and benefit of both our volunteers and the students who come here.

1. Child pick-up time will be at 5:15-5:25 P.M.

- a. Because many of our tutors need to leave before 6, we have often been left with very few adults supervising the children after 5:25. So, we ask that you pick up your child NO LATER THAN 5:25.

2. Parents must personally sign children out before leaving.

- a. For the safety of the children, we must keep records of who takes them away and when.

3. Discipline and pick-up policy

- a. All enrolled students are expected to display appropriate social and personal conduct while at the Maple House. As a Christian facility, our goal is to reinforce Christ-like behavior in both our volunteers and our students. We will be writing a social contract and having each student sign their name to it. Students will be expected to model the behaviors listed on the social contract.
- b. When a child misbehaves, our policy is to give a warning. If it continues, we give a time-out. If these methods prove ineffective, please be available to pick your child up when called.

4. Each child may enroll for two days per week

- a. To help make a high tutor to student ratio, we ask that each student come only 2 of the 3 days per week. Because of tutor distribution, each child can either enroll on Tuesday/Wednesday or on Wednesday/Thursday. We will ask your preference of days and will try to honor that. Please understand, however, that if either Tues. or Thurs. becomes too packed, we may ask you to move your child's day to the opposite.
- b. Please circle your preference: **TUES/WED** **or** **WED/THURS**

5. School absence means Maple House absence

- a. If a child is too sick for school, they are too sick for the Maple House.

Please list name/s of child/children: _____

I, _____ have read and agree to abide by all of of the policies and statements written above.

Signature: _____

Date: _____